

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing all functions, personnel, and property of the department. The Fire Chief develops and administers the departmental operating budget, provides for the preparation of records documenting department activity, performs public relations duties, provides for employee training, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing fire fighting, rescue, and related emergency activities, and provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the governing authority for the city.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department, directing all functions and activities as chief officer. Determines management policies, goals, and objectives for the department. Oversees the research and planning for programs and activities. Determines how the department should be organized, including number of operating units and distribution of such units. Provides for regular employee training by evaluating training needs and seeing that these needs are met through department training or outside training.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the city improve ISO ratings.

Gives reports, officers advice, makes recommendations, and keeps informed on local trends that may affect the fire service by attending meetings of civic and governmental groups. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas

of emergency services.

Reviews correspondence addressed to the fire department and determines what type of action should be taken in reply. Writes reports needed to document operations of the fire department. Makes decisions concerning what information should be included in department records and decides in what form this information should be kept. Provides for the maintenance of all department records, including personnel records, records of activity, and inventory records.

Gathers information for and prepares an operating budget for the department.

Supervises all employees assigned to the fire department. Provides assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline.

Arranges for repairs and maintenance of all department facilities, equipment, or operating systems. Directs the testing of equipment in order to assure that it meets all applicable federal, state, and local standards. Maintains inventory of supplies and equipment for the department.

Takes command at the scene of a fire or other emergency. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage, overhaul, and first aid. Takes charge of all safety procedures. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Provides for a program of fire prevention, including fire inspections, review of plans and blueprints for new construction, pre-fire planning, and investigation of fires to determine the causes, origins, and circumstances of all fires occurring within the jurisdiction. Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties

of the position, with or without accommodation.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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